

CA-PMM**Project Name:** ELECTRONIC RECORDS SYSTEM (ERS)**OCIO Project #:** 5160-46**Department:** REHABILITATION**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	An additional task discovered for vendor to complete production environment	None at this time, established workarounds - greater reliance on development environment for data conversion efforts	Insert new baseline start and finish date for the completion of production environment
2. Were any key milestones or deliverables rescheduled?	Yes	Furlough and discovery of additional task to complete the production environment	Project completion date extended to October 2011 for furlough. None for production environment due to greater reliance on development environment as noted above.	Schedule has been re-baselined and furlough days have been factored in. Submit SPR. This will remain as an outstanding item until SPR is approved. Insert new baseline start and finish date for the completion of the production environment.
3. Was work done that was not planned?	Yes	New or modified application requirements	None at this time, but anticipate schedule slippage after full impact is assessed	None at this time, but anticipate schedule slippage after full impact is assessed
4. Were there any changes to scope?	No	Scope remains consistent	No impact to project since scope has not changed	Monitor scope and change requests

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5. Were tasks added that were not originally estimated?	Yes	To track approval of change requests and their subsequent impacts to overall project schedule	None at this time, but anticipate schedule slippage after full impact is assessed	None at this time, but anticipate schedule slippage after full impact is assessed
6. Were any tasks or milestones removed?	No	None were removed as all were required to keep schedule on track	No impact to project since none were removed	Monitor schedule for any needed adjustments
7. Were any scheduled tasks not started?	Yes	Awaiting confirmation from vendor to provide and verify actual start dates for tasks scheduled this month	No impact at this time, tasks are not on critical path.	Update project schedule
8. Are there any new major issues?	Yes	Furlough and additional requirements approved through change requests	Project completion date extended to October 2011 due to furlough. However, anticipate additional schedule slippage due to new requirements approved. Assessment of impact of new requirements to schedule is scheduled to be completed next month	Schedule has been re-baselined and furlough days have been factored in. SPR #3 will also need to factor in any impact resulting from implementing new requirements. Another schedule rebaseline is anticipated. Submit SPR #3. This will remain as an outstanding item until SPR is approved

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9. Are there any staffing problems?	Yes	While staffing estimates remain unchanged, state furlough impacts availability	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved
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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	Yes	No impact to schedule at this time -- approval of a deliverable document is not on critical path	Monitor review and approval of deliverable document
3. Is there any unplanned work that needs to be done?	Yes	Duration of tasks may need to be re-estimated for approved change requests	Assess impact of change requests on schedule going forward
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	Data conversion activities will be expanded to track tasks with more granularity. New tasks resulting from new requirements approved through change requests	Add additional data conversion tasks to project schedule. Rebaseline schedule when impact and tasks from new requirements are known
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Project completion date extended to October 2011	Schedule has been re-baselined. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved

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8. Are any major new issues foreseeable?	Yes	Furlough impacted schedule. New requirements approved through change requests will impact schedule	Schedule has been re-baselined and furlough days have been factored in. SPR #3 will also need to factor in any impact resulting from implementing new requirements. Another schedule rebaseline is anticipated. Submit SPR #3. This will remain as an outstanding item until SPR is approved
9. Are any staffing problems anticipated?	Yes	Furlough impacted staff availability per schedule	Schedule has been re-baselined and furlough days have been factored in. Submit SPR #3. This will remain as an outstanding item until SPR #3 is approved

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Detailed Design Document with Interface Specifications (Payment Milestone #2) approved. First stage of To-Be Business Process Re-engineering documentation completed. Service Request to connect development (COEMS) environment to OTech hosted production environment completed.

Project Milestones:*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Production Environment Complete	7/23/09	1/29/10	On Target	Delayed from initial completion date 11/1/2009 and updated completion date of 11/25/2009. No impact at this time. Workarounds established - greater reliance on COEMS development environment for data conversion efforts	
Integration and System Test Environment Complete	8/4/09	12/3/09	Done	Delayed from 11/1/09. No impact at this time, workarounds established	12/3/09

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Data Mapping Complete	10/27/09	1/31/10	On Target	Delayed from 11/30/09 and 12/31/2009. Additional tasks discovered. No impact at this time - added resources and adjusted dependencies. New completion date, however, may be subject to impact from approved change requests	
Approval of Detailed Design Document with Interface Specifications (Payment Milestone #2)	12/9/09	12/9/09	Done	No impact	12/14/09

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. SPR #3 will also need to factor in schedule impact and additional project costs resulting from new requirements approved through change requests. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Milestones		x		See Project Milestones above. Production environment pending completion by vendor. Workarounds developed for data mapping by adding more resources and relying more heavily on COEMS development environment to complete this milestone.

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Deliverables		x		Deliverables tied to establishment of COEMS development environment were delayed. Developed workarounds and more resources. Continue to monitor vendor and team progress.
Resources	x			
OneTime Cost		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. SPR #3 will also need to factor in schedule impact and additional project costs resulting from new requirements approved through change requests. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Continuing Cost	x			

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Committee****Summary Milestones and Highlights**

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Production Environment Complete	7/23/09	1/29/10	On Target	Delayed from initial completion date 11/1/2009 and updated completion date of 11/25/2009. No impact at this time. Workarounds established - greater reliance on COEMS development environment for data conversion efforts	
Integration and System Test Environment Complete	8/4/09	12/3/09	Done	Delayed from 11/1/09. No impact at this time, workarounds established	12/3/09

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Data Mapping Complete	10/27/09	1/31/10	On Target	Delayed from 11/30/09 and 12/31/2009. Additional tasks discovered. No impact at this time - added resources and adjusted dependencies. New completion date, however, may be subject to impact from approved change requests	
Approval of Detailed Design Document with Interface Specifications (Payment Milestone #2)	12/9/09	12/9/09	Done	No impact	12/14/09

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. SPR #3 will also need to factor in schedule impact and additional project costs resulting from new requirements approved through change requests. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.

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Milestones		x		See Project Milestones above. Production environment pending completion by vendor. Workarounds developed for data mapping by adding more resources and relying more heavily on COEMS development environment to complete this milestone.
Deliverables		x		Deliverables tied to establishment of COEMS development environment were delayed. Developed workarounds and more resources. Continue to monitor vendor and team progress.
Resources	x			
One Time Cost		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. SPR #3 will also need to factor in schedule impact and additional project costs resulting from new requirements approved through change requests. Submit SPR #3. This will remain as a "Caution" item until SPR #3 is approved.
Continuing Cost	x			

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Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Strong buy-in - customer and end users continue to voice support of the project and provide resources as requested. Customer is actively involved in design sessions with prime vendor
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Technology remains effective, meets technical and operational needs of the department, including accessibility requirements
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	Schedule re-baselined to integrate with prime vendor's schedule and furloughs. Project completion date extended to October 2011. SPR #3 will also need to factor in schedule impact and additional project costs resulting from new requirements approved through change requests. Submit SPR #3. This will remain "Yellow" until SPR #3 is approved
	5% to 10%	1		
	>10%	2		
	<5%	0		Schedule re-baselined to
	5% to 10%	1		

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4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	>10%	2	1	Yellow	integrate with prime vendor's schedule and furloughs. Project completion date extended to October 2011. SPR #3 will also need to factor in schedule impact and additional project costs resulting from new requirements approved through change requests. Submit SPR #3. This will remain "Yellow" until SPR #3 is approved
5. High-Probability, High-Impact Risks	0 to 3	0	1	Yellow	Scoring consistent with number of high level risks reported at this time
	4 to 6	1			
	>6	2			
6. Unresolved Issues (on time resolution)	On time	0	0	Green	No unresolved issues reported at this time
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	0	Green	Sponsor/PM meetings are ongoing. Sponsor actively participates in steering committee and kick-off meetings
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	0	Green	Project is tightly aligned with the department's mission and strategic plan
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	0	Green	Project remains critical to the achievement of the department's mission and goals
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Consultants supporting the project and prime vendor are providing deliverables as required in their contracts
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	1	Yellow	Completion of production environment and data mapping delayed
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1	Yellow	Completion of deliverables delayed from baseline start and finish dates
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Resources as planned are available at this time except on furlough days
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	No overtime utilization reported
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team meets regularly and actively reviews deliverables
	Moderately Effective	1			
	Ineffective	2			
Total			5	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

The prime vendor and all consultants supporting the project are providing deliverables as required in their contracts. A new IPOC to replace the one that left in October began work this month.